



## CITY COUNCIL

# RULES OF ORDER

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# CITY COUNCIL

## RULES OF ORDER

September, 1997



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## **1. MEETINGS**

### **1.1 REGULAR MEETINGS:**

The City Council of the City of Stanton shall hold regular meetings in the City Hall located at 7800 Katella Avenue, Stanton, California, on the second and fourth Tuesday of each month, except for the fourth Tuesday in December, at the following times:

- (a) At 6:00 P.M. the City Council may meet solely for the purpose of conducting Closed Sessions as permitted by law; and
- (b) At 6:30 P.M. the City Council shall commence the Regular Meeting.

When the day for any regular meeting of the Council falls on a legal holiday, no meeting shall be held on such holiday, but a regular meeting shall be held at the same hour on the next succeeding day thereafter that is not a holiday (Government Code Sections 36805, 54954).

The second meeting in December shall not be held due to its proximity to a legal holiday. Should City Council action be required prior to the first meeting in January, an adjourned or special meeting may be called.

### **1.2 ADJOURNED MEETINGS:**

Any meeting may be adjourned to a time, place, and date certain, but not beyond the next regular meeting. Once adjourned, the meeting may not be reconvened (Government Code Sections 36805, 36809 et. seq., 36810, 54955).

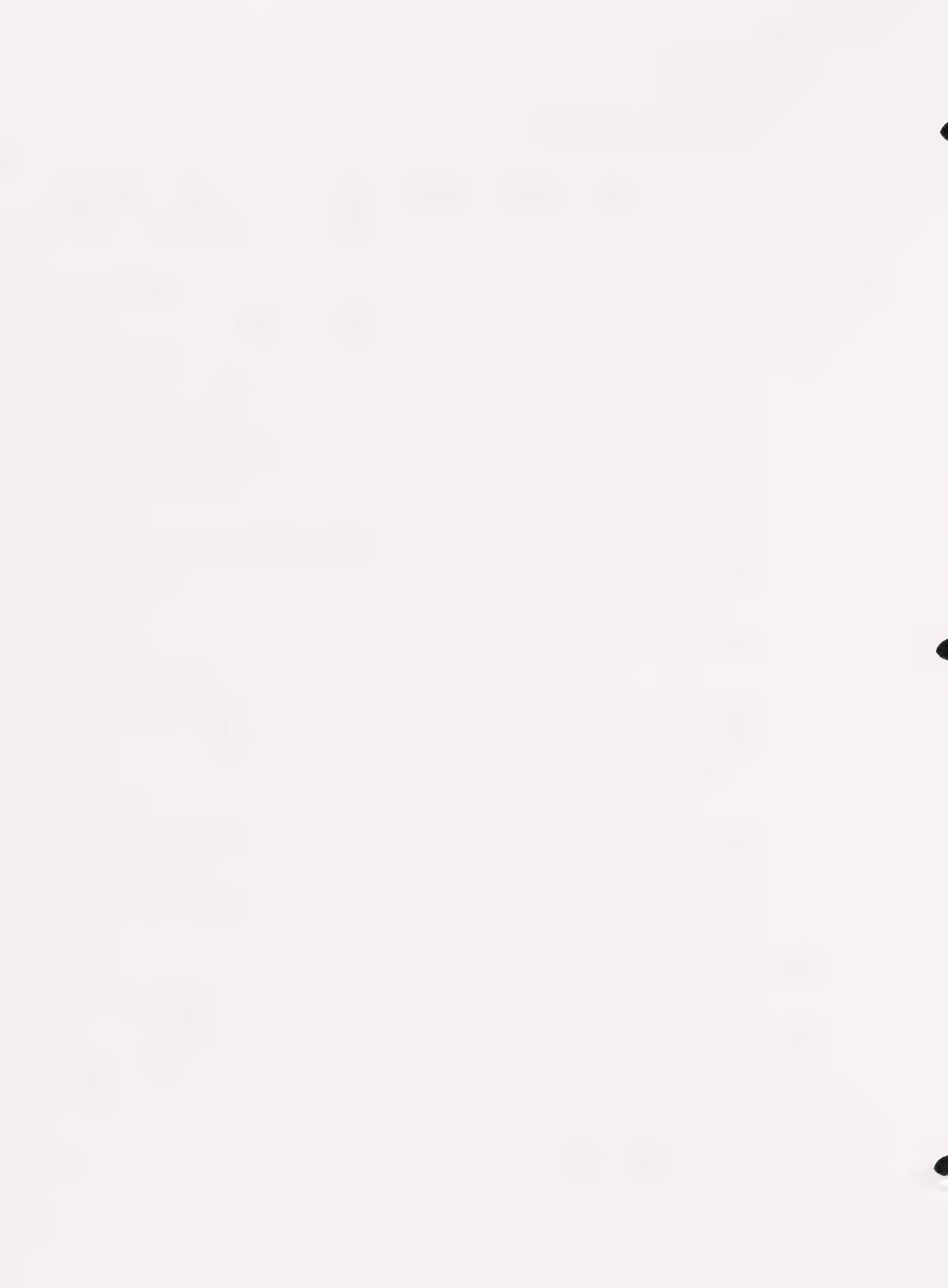
### **1.3 SPECIAL MEETINGS, EMERGENCY MEETINGS:**

Special Meetings may be called by the Mayor or majority of Councilmembers on 24-hour notice, as set forth in Section 54956 of the Government Code. Only matters contained in the notice may be considered. Emergency meetings in emergency situations may be called pursuant to Government Code 54956.5.

### **1.4 NOTICE OF MEETINGS:**

The Agenda for Council meetings shall be posted seventy-two (72) hours prior to the meeting. (Government Code Section 54954.2) Places of posting are:

1. Stanton City Hall, 7800 Katella Avenue, on a designated public notice board in the vicinity of the Council Chambers.
2. Orange County Sheriff West County Station, 11100 Cedar Street. (Bulletin board inside building)



- 1.4**    3.    United States Post Office, 10440 Beach Boulevard.  
(Bulletin Board inside building.)

**1.5    MEETINGS TO BE PUBLIC:**

All regular, adjourned, and special meetings of the City Council shall be open to the public, provided however, the City Council may hold closed sessions from which the public may be excluded in accordance with applicable law (Government Code Sections 54953, 54956.7 et. seq.).

**1.6    QUORUM:**

A majority of the Council constitutes a quorum for transaction of business. Less than a majority may adjourn a City Council meeting from time to time. (Government Code Sections 36810 and 54955).

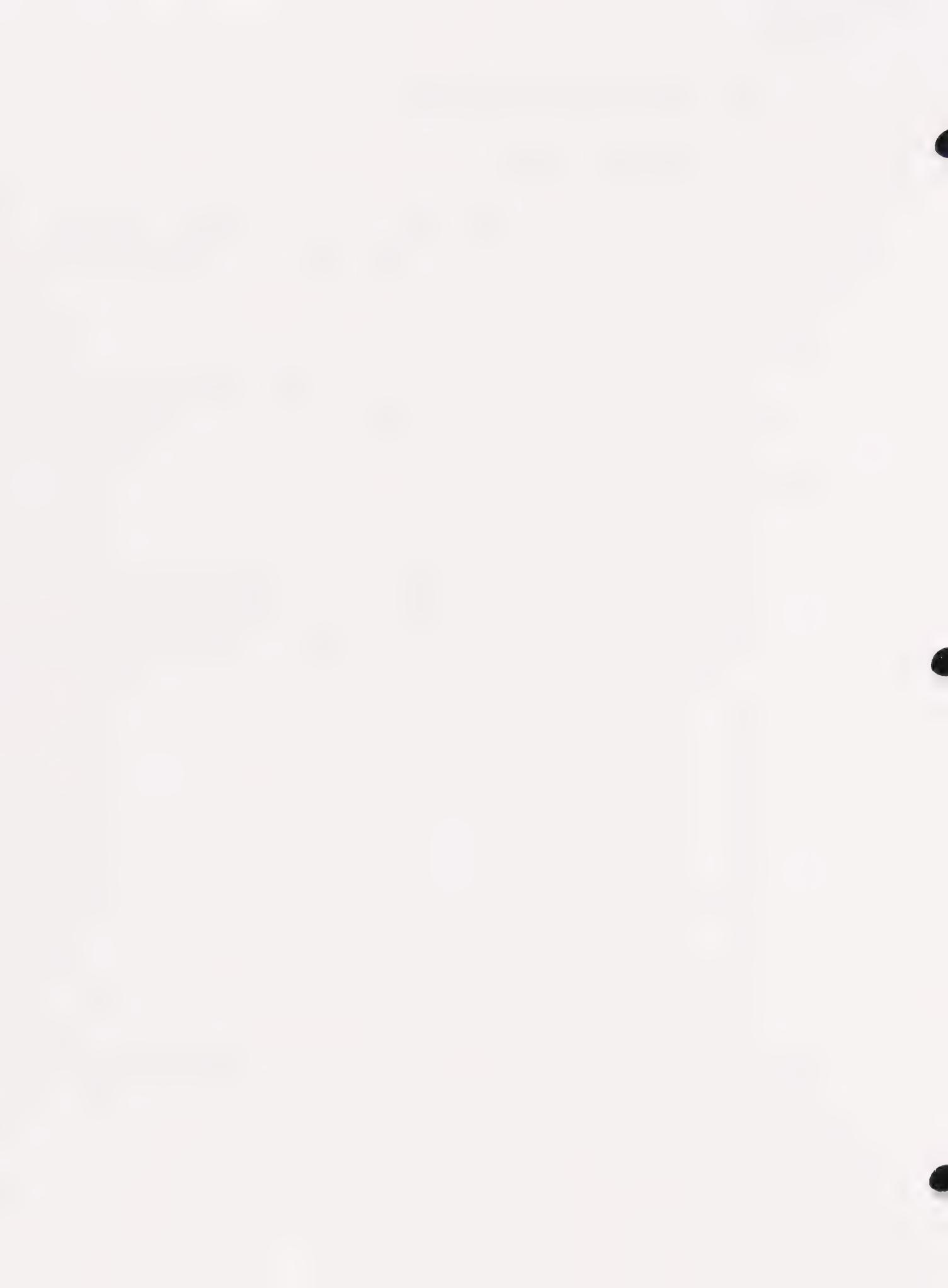
**2.    ORDER OF BUSINESS**

**2.1    AGENDA:**

The Order of Business of each meeting shall be as contained in the Agenda prepared by the City Clerk. The Agenda shall be a listing by topic of subjects which shall be taken up for consideration and disposition in the following order, except with the majority vote of the Council, items may be taken out of order:

1.    Closed Session                    6:00 P.M.
2.    Call to Order                    6:30 P.M.
3.    Pledge of Allegiance
4.    Roll Call
5.    Special Presentations and Awards
6.    Oral Communications
7.    Consent Calendar
8.    Public Hearings
9.    Unfinished Business
10.   New Business
11.   Written Communications
12.   Mayor and Council Initiated Business
13.   Items from City Manager
14.   Adjournment

The Agenda shall be delivered to Council Members each Thursday preceding the Tuesday meeting to which it pertains. It shall be posted and made available to the public 72 hours before the meeting.



## **2.2 AGENDA DEADLINE:**

Any person wishing to provide a staff report or additional material for an item on the Agenda shall submit same to the City Clerk's Office no later than 12:00 Noon on Tuesday preceding the meeting at which the item is to be considered.

## **2.3 ROLL CALL:**

Before proceeding with the business of the Council, the City Clerk shall call the roll of the Councilmembers and the names of those present shall be entered in the minutes.

## **2.4 MINUTES OF MEETINGS:**

Written minutes of the City Council meetings shall be prepared by the City Clerk as a report of actions taken and shall be approved by the Council (Government Code Sections 36814, 40801). The open sessions of the Council meetings shall be audio tape recorded for the sole purpose of facilitating preparation of the minutes. The City Clerk may destroy or erase the tape recording at any time after the minutes of the meeting are approved, and, provided at least thirty (30) days have passed since the date of the meeting (Government Code Section 54953.5 (b)).

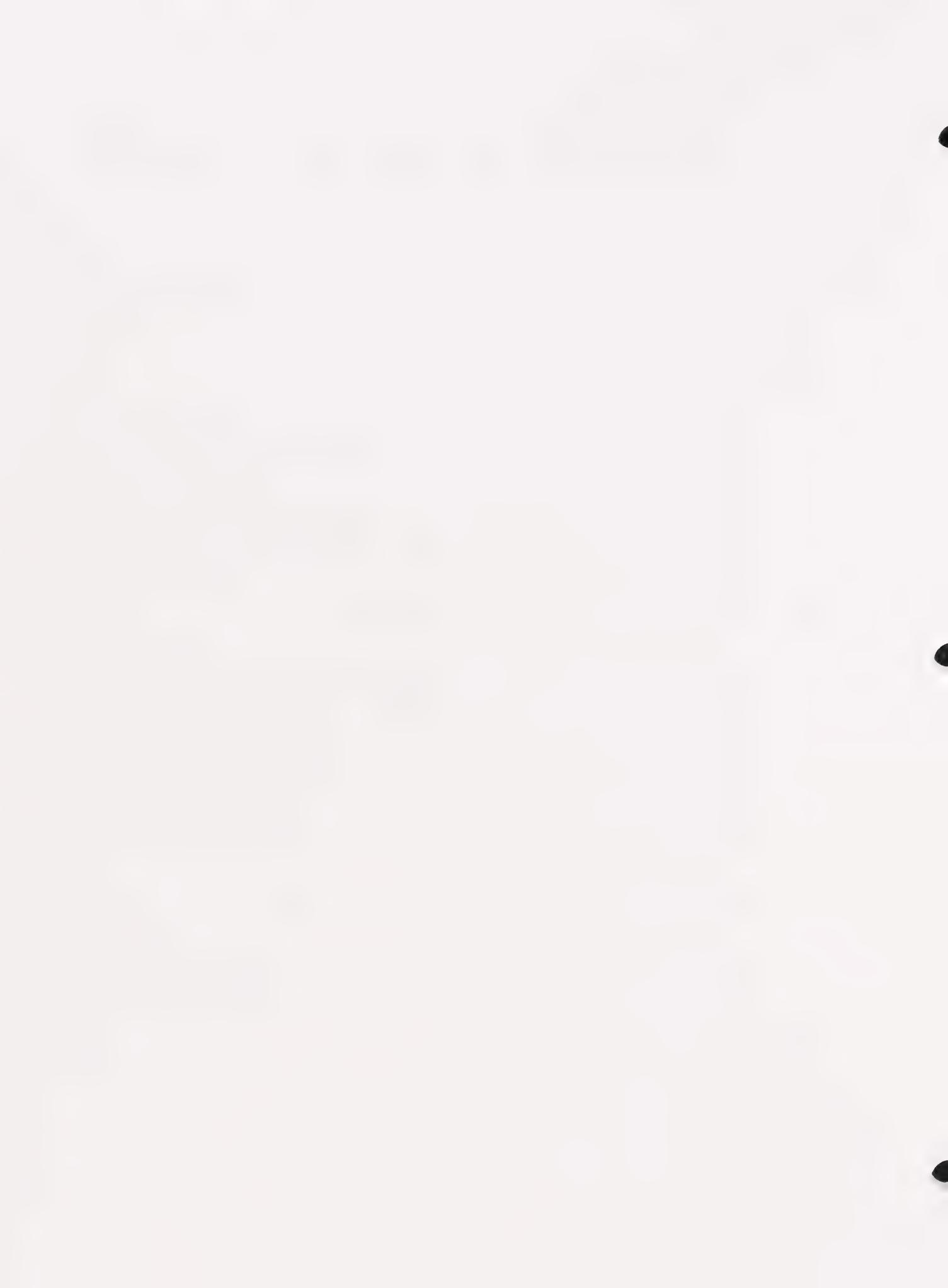
## **2.5 AGENDA ITEMS BY COUNCILMEMBERS:**

Any Councilmember desiring to place an item on a City Council agenda shall first bring the item before the Council at a regular or adjourned meeting and announce to the Council his/her desire to have the item on a future specified agenda. The City Clerk shall place the item on the future Council Agenda as requested by the Councilmember. The Councilmember proposing the item shall, before the Agenda deadline for the meeting where the item is to be considered, provide a written description of the item (or fill in a form provided by the City Clerk) and provide any supporting information available and a statement of any proposed City Council action.

## **2.6 PUBLIC HEARINGS OF LEGISLATIVE MATTERS:**

Generally, public hearings, other than those of a quasi-judicial nature (quasi-judicial matters are those matters where the City Council is interpreting and applying regulations, such as consideration of use permits or zoning issues), shall be conducted in the following order:

- staff report
- questions of staff by Council
- hearing opened by Mayor
- public testimony
- questions by Council



- hearing closed by Mayor
- discussion by Council
- action by Council

Questions and comments from the public shall be limited to the subject under consideration. Depending upon the extent of the agenda and the number of persons desiring to speak on an issue, the Mayor may, at the beginning of the hearing, limit testimony to less than the five (5) minutes per individual permitted by Section. 5.2 Any person may speak for a longer period of time, by majority vote of the City Council, when this is deemed necessary in such cases as when a person is speaking as a representative of a group or has graphic or slide presentations requiring more time.

Councilmembers should not speak to an issue until the public hearing has been closed. If a Councilmember has met with a proponent/developer or opponent of subject hearing, he/she should acknowledge such meeting prior to opening of the hearing at the Council meeting.

Once a hearing is closed, it is inappropriate for the public to speak except to answer an inquiry of Councilmembers addressed through the Chair.

## **2.7 QUASI-JUDICIAL HEARINGS:**

### **a. Conduct of Hearings.**

The procedures set forth in this Section shall govern the conduct of all quasi-judicial hearings before the City Council on matters on which the City Council is required by law to conduct such a hearing. Such hearings include those involving the grant, denial or revocation of discretionary land use permits, discretionary business licenses or permits and others where vested personal or property rights are at stake.

The parties to such hearings shall have the right to the following:

1. Testimony under oath.
2. The right to cross-examination.
3. The right to representation.
4. The issuance of a written decision (which may be announced orally by the City Council and reported in the transcript of the hearing).

Except as otherwise required by law, the technical rules of evidence shall not apply. As used in this Section, the word "evidence" is not used in the limited sense of legally admissible evidence.



**2.7 b. Time of Hearings: Continuance.**

Except as otherwise required by law or order of the City Council, all hearings subject to this Section shall be set for 6:30 p.m. Such hearings shall be heard in the order they appear on the agenda.

Subject to the requirements of law, a hearing may be continued by the City Council from time to time to a date and time certain.

**c. Order of Proceedings.**

Hearings shall proceed in the following order:

- (1) Presentation of evidence, testimony and statements by the City staff or counsel representing the City, with questioning, if any, of each person upon conclusion of his/her presentation, as provided in Sections 4 and 6.
- (2) Presentation of evidence, testimony and statements by the applicant or appellant and then all persons in favor of the matter being heard, with questioning, if any, of each person making an appearance upon conclusion of his presentation, as provided in Section 4 and 6.
- (3) Presentation of evidence, testimony and statements by all persons in opposition to the matter being heard, with questioning, if any, of each person making an appearance upon conclusion of his presentation, as provided in Sections 4 and 6.
- (4) If the matter being heard is before the City Council on the petition or appeal of any person, the Presiding Officer may permit the petitioner or appellant to present rebuttal evidence, testimony and statements.
- (5) Close of hearing and submission of matter for decision.

**d. Allowable Time for Presentation.**

A person desiring to speak or make a presentation will be given a reasonable time to do so. The Presiding Officer may, at any time, impose a time limit with respect to a presentation if he/she finds it necessary to prevent abuse or to provide all interested persons a fair and reasonable opportunity to be heard. Presentations should be as brief and concise as reasonably possible, without unnecessary delay or repetition.



2.7 e. **Evidence, Testimony and Statements Submitted or Presented at Hearing.**

Any person may submit or present evidence, testimony or statements in favor of or against the matter which is being heard. Each person who submits or presents evidence, testimony or a statement may be requested, but shall not be required, to answer questions regarding that evidence, testimony or statement.

f. **Marking and Filing of Exhibits: Examination of Members.**

All documentary or real evidence presented to the City Council at a hearing shall be identified by the person presenting it and shall be filed with the City Council as an exhibit by submitting it to the City Clerk. The City Clerk shall mark all documentary and real evidence submitted as having been filed with the City Council at the hearing and shall designate it by an appropriate exhibit number or letter. Documentary or real evidence shall not be considered by the City Council unless it is filed with the City Council at the hearing as above provided.

All documentary or real evidence filed with the City Council may be examined by a member of the City Council at any time. However, members shall not comment on or ask questions about the evidence except during the hearing, nor discuss it except during the discussion among the members after the hearing has been closed and the matter stands submitted.

g. **Questioning Through Presiding Officer: By Whom Such Questioning May Be Done.**

The Presiding Officer may, with the consent of the person but not otherwise, permit questioning of a person who appears and makes a presentation. Such questioning, whether by members of the City Council or persons in attendance (including, but not limited to, officers or employees of the City), shall be done only through the Presiding Officer. The person asking the question shall not speak directly to the person being questioned.

After gaining recognition from the Presiding Officer and stating his name, address, and whom he represents, any person at the hearing may request permission from the Presiding Officer to ask questions of a person who has appeared and made a presentation and who has consented to such questioning. If the Presiding Officer grants the request, the person may then ask questions in accordance with this Section.

The Presiding Officer's decision on: (a) whether a person may be questioned at all, (b) who may ask questions, (c) the number of questions which may be asked, and (d) whether a particular question may be asked,



shall be subject to approval by the City Council. However, the person being questioned may refuse to answer all or any of the questions asked of him.

**2.7 h. Discussion and Deliberation by Members on Submitted Matters.**

After the hearing has been closed and the matter is submitted for decision, the members of the City Council shall deliberate the matter. No other person may speak and no further exhibits may be filed. Subject to the requirements of law, the City Council may take the matter under submission for a reasonable period of time and may, for this purpose, continue its deliberations from time to time.

**3. PRESIDING OFFICER**

**3.1 PRESIDING OFFICER:**

The Mayor shall be the Presiding Officer at all meetings of the City Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of both the Mayor and Mayor Pro Tem the Council shall elect a temporary Presiding Officer to serve until the arrival of the Mayor or Mayor Pro Tem or until adjournment. (Selection of Mayor and Mayor Pro Tem - Government Code 36801)

**3.2 CALL TO ORDER:**

Meetings of the Council shall be called to order by the Mayor or in his absence by the Mayor Pro Tem. In the absence of both the Mayor and the Mayor Pro Tem the meeting shall be called to order by the City Clerk, whereupon the City Clerk shall immediately call for the selection of a temporary Presiding Officer.

**3.3 PARTICIPATION OF PRESIDING OFFICER:**

The Presiding Officer may move, second, and debate from the Chair, subject only to such limitations of debate as are imposed on all Councilmembers, and he/she shall not be deprived of any of the rights and privileges of a Councilmember by reason of his/her acting as Presiding Officer. However, the Presiding Officer is primarily responsible for the conduct of the meeting. If he/she desires to personally engage in extended debate on questions before the Council, he/she should consider turning the Chair over to another member.

**3.4 QUESTIONS TO BE STATED:**

The Presiding Officer shall verbally restate each question immediately prior to calling for the vote. Following the vote the Presiding Officer shall verbally announce whether the question carried or was defeated.



### **3.5 SIGNING OF DOCUMENTS:**

The Mayor shall sign ordinances, resolutions and contracts approved by the Council at meetings at which he is in attendance. In the event of his absence, the Mayor Pro Tem shall sign all such documents, as have been adopted and approved by the Council. In the absence of the Mayor and the Mayor Pro Tem the temporary Presiding Officer shall sign all such documents as have been approved and adopted during the meeting at which he presided.

### **3.6 MAINTENANCE OF ORDER:**

The Mayor or Presiding Officer is responsible for the maintenance of order and decorum at all times. No person should be allowed to speak who has not first been recognized by the Chair.

## **4. RULES, DECORUM, AND ORDER**

### **4.1 POINTS OF ORDER:**

The Presiding Officer shall determine all Points of Order subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be, "Shall the decision of the Presiding Officer be sustained?" in which event a majority vote shall govern and conclusively determine such question of order.

### **4.2 DECORUM AND ORDER - COUNCIL MEMBERS:**

- a. Every Councilmember desiring to speak shall address the Chair and, upon recognition by the Presiding Officer, shall confine himself/herself to the question under debate.
- b. Every Councilmember desiring to question the administrative staff shall address his question to the City Manager or City Attorney who shall be entitled either to answer the inquiry himself or to designate some member of his staff for that purpose.
- c. A Councilmember, once recognized, shall not be interrupted while speaking unless called to order by the Presiding Officer, unless a Point of Order is raised by another Councilmember, or unless the speaker chooses to yield to questions from another Councilmember.
- d. If a Councilmember is called to order while speaking, he/she shall cease speaking immediately until the question of order is determined. If ruled to be in order, he/she shall be permitted to proceed. If ruled to be not in order, he/she shall remain silent or shall alter the remarks so as to comply with the rules of the Council.



- 4.2** e. Councilmembers shall accord reasonable courtesy to each other, to City employees, and to the public appearing before the Council and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.
- f. Any Councilmember may move to require the Presiding Officer to enforce the rules and the affirmative vote of a majority of the Council shall require him to so act.
- g. Members of the Council shall not leave their seats during a meeting without the consent of the Presiding Officer.

**4.3 DECORUM AND ORDER - EMPLOYEES:**

Members of the administrative staff and employees of the City shall observe the same rules, procedures, and decorum applicable to members of the Council. The City Manager shall insure that all City employees observe such decorum. Any staff member, including the City Manager, desiring to address the Council or members of the public shall first be recognized by the Chair. All remarks shall be addressed to the Chair and not to any one individual Councilmember or public member.

**4.4 DECORUM AND ORDER - PUBLIC:**

Public members attending Council Meetings shall observe the same rules of order and decorum applicable to the Council. Any person making impertinent and slanderous remarks or who becomes boisterous while addressing the Council or while attending the Council Meeting shall be removed from the room if the sergeant-at-arms is so directed by the Presiding Officer, and such person may be barred from further audience before the Council. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the Presiding Officer, who shall direct the sergeant-at-arms to remove such offenders from the room. Aggravated cases shall be prosecuted on appropriate complaint signed by the Presiding Officer.

**4.5 ENFORCEMENT OF DECORUM:**

The Chief of Police shall be sergeant-at-arms of the Council. He shall carry out all orders and instructions given him by the Presiding Officer for the purpose of maintaining order and decorum in the Council Chambers. Any person disrupting Council proceedings may be deemed guilty of a misdemeanor, and upon conviction thereof, shall be punished by fine or imprisonment or both. Upon instruction from the Presiding Officer it shall be the duty of the Chief of Police or his representative to eject any person from the Council Chambers or place him under arrest or both.



#### **4.6 PERSONAL PRIVILEGE:**

The right of a Member to address the Council on a question of personal privilege shall be limited to cases in which his/her integrity, character, or motives are assailed, questioned, or impugned.

#### **4.7 LIMITATION OF DEBATE:**

No Member shall be allowed to speak more than once upon any one subject until every other member choosing to speak thereon shall have spoken. No member shall speak for a longer time than five minutes each time he has the floor, without the approval of a majority vote of the Council.

#### **4.8 DISSENTS AND PROTESTS:**

Any member shall have the right to express dissent from or protest to any action of the Council and have the reason entered in the minutes. Such dissent or protest to be entered in the minutes shall be made in the following manner: "I would like the minutes to show that I am opposed to this action for the following reasons...".

#### **4.9 PROCEDURES IN ABSENCE OF RULES:**

In the absence of a rule to govern a point or procedure, Robert's Rules of Order shall govern. The opinion of the City Attorney may be considered.

### **5. ADDRESS THE COUNCIL**

#### **5.1 MANNER OF ADDRESSING THE COUNCIL:**

Any person desiring to address the Council shall complete a request form, return it to the City Clerk, and wait to be recognized by the Presiding Officer. After being recognized, the speaker shall state his/her name and address for the record and shall limit remarks to the question under discussion. All remarks and questions shall be addressed to the Chair and not to any individual Councilmembers, staff member or other person. No person shall enter into any discussion without being recognized by the Presiding Officer.

#### **5.2 TIME LIMITATION:**

Any public member addressing the Council shall limit his/her remarks to five (5) minutes unless more or less time is granted by the Presiding Officer.



### **5.3 ADDRESSING THE COUNCIL AFTER MOTION IS MADE:**

After a motion has been made or after a public hearing has been closed, no person shall address the Council without first securing permission by a majority vote of the Council.

### **5.4 WRITTEN CORRESPONDENCE:**

The City Clerk is authorized to receive and open all mail addressed to the City Council as a whole and give it immediate attention to the end that all administrative business referred to in said communications and not necessarily requiring Council action may be disposed of between Council Meetings. Any communication requiring Council action will be reported to the Council at its next regular meeting together with a report and recommendation of the City Manager.

### **5.5 PERSONS AUTHORIZED TO BE WITHIN RAIL:**

No person shall approach the Council dais during a meeting without the permission of the Presiding Officer.

### **5.6 PUBLIC REQUESTS FOR AGENDA ITEMS:**

Any member of the public desiring to have an item placed on a City Council agenda shall personally appear before the Council at a Council meeting and make an oral or written request for the item to be placed on a future City Council agenda. At the meeting where the request is made the City Council shall vote on whether to place the item on an agenda; if the Council votes favorably the requesting party shall provide written supporting information on the item at least 24 hours prior to the agenda deadline for the meeting where the item is to be considered.

## **6. MOTIONS**

### **6.1 PROCESSING OF MOTIONS:**

No motion shall be considered by the Council unless it is seconded. When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. A motion shall not be withdrawn by the maker of the motion without the consent of the member seconding it and the approval of the Council.

### **6.2 DIVISION OF QUESTION:**

If the question contains two or more divisible propositions, the Presiding Officer may, and upon request of a member shall (unless appealed), divide the same.



### **6.3 PRECEDENCE OF MOTIONS:**

When a motion is before the Council, no motion shall be entertained except the following which shall have precedence in the following order:

- a. Adjourn
- b. Fix hour of Adjournment
- c. Table
- d. Previous Question
- e. Amend or Substitute
- f. Postpone or Continue

### **6.4 MOTION TO ADJOURN:**

A motion to adjourn shall be in order at any time except as follows:

- a. When repeated without intervening business or discussion.
- b. When made as an interruption of a member while speaking.
- c. When the previous question has been ordered, and
- d. While a vote is being taken.

A motion to adjourn "to another time" shall be debatable only as to the time to which the meeting is adjourned.

### **6.5 MOTION TO FIX HOUR OF ADJOURNMENT:**

Such a motion shall be to set a definite time at which to adjourn and shall be undebatable and unamendable except as to time set.

### **6.6 MOTION TO TABLE:**

A motion to table shall be used to temporarily by-pass the subject. A motion to table shall be undebatable and shall preclude any amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be "taken from the table" at any time prior to the end of the meeting. Once an item is tabled and the meeting is adjourned, the City Manager may take the item off the table by placing it on a future agenda or a Councilmember may request it be taken off the table at any City Council meeting, in which event it shall be placed on the next regular meeting agenda.

### **6.7 MOTION FOR PREVIOUS QUESTION:**

Such a motion shall be used to close debate on the main motion and shall be undebatable. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.



## **6.8 MOTION TO AMEND AND SUBSTITUTE MOTION:**

A motion to amend shall be debatable only as to amendment. A motion to amend an amendment shall be in order, but an amendment to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject shall be acceptable, and voted on before a vote on the amendment. Amendments shall be voted first, then the main motion as amended.

## **6.9 MOTION TO CONTINUE:**

Motions to continue to a definite time shall be amendable and debatable as to propriety of postponement and time set.

# **7. VOTING**

## **7.1 VOTING PROCEDURE:**

On the passage of every motion, the vote shall be taken by voice or roll call and entered in the minutes; provided, however, when the Presiding Officer concludes there is no Council opposition to a motion on the floor, he/she may, in lieu of calling for a vote state:

"Hearing no opposition, the matter is hereby unanimously approved (or adopted)." or, "No objections? - so ordered".

Such statement shall constitute unanimous approval unless a Councilmember objects, in which event a formal vote shall be taken.

## **7.2 ROLL CALL VOTING AND VOTE REQUIRED:**

The adoption of ordinances (not introduction) and resolutions or orders for the payment of money require three affirmative votes. A roll call shall be used for these enactments. Any other question before the Council shall not require a roll call vote unless demanded by any member before the voice vote has been taken. It shall not be in order for members to explain their vote during roll call. Any member may change his vote before the next order of business. (Government Code Section 36936).

The following matters require three affirmative votes:

- a. Adoption of Ordinances. (Government Code 36936)
- b. Resolutions granting franchises.
- c. Orders for payment of money. (Government Code 36936)



Urgency ordinances require a four-fifths vote. (Government Code 36934)

### **7.3 ORDER OF ROLL CALL VOTE**

When calling the roll on motions the following order shall be used:

Rotation

### **7.4 FAILURE TO VOTE:**

Every member should vote unless disqualified for cause accepted by vote of the Council or by opinion of the City Attorney. Self- disqualification, without approval, which results in a tie vote shall be avoided as thwarting Council action, but no Councilmember shall be forced to vote. A Councilmember who abstains shall in effect consent that a majority of the quorum may act for him. Tie votes shall be lost motions and may be reconsidered.

### **7.5 RECONSIDERATION:**

Any member who voted with the majority may move a reconsideration of any action at the same meeting. After a motion for reconsideration has once been acted on, no other motion for a reconsideration thereof shall be made without unanimous consent of the Council.

## **8. RESOLUTIONS**

### **8.1 RESOLUTION PREPARED IN ADVANCE:**

Where a resolution has been prepared in advance, the procedure shall be: motion, second, discussion, vote, and result declared. It shall not be necessary to read a resolution in full or by title except to identify it. Any member may call for a roll call vote or require that the resolution be read in full.

### **8.2 RESOLUTION NOT PREPARED IN ADVANCE:**

Where a resolution has not been prepared in advance, the procedure shall be to instruct the City Attorney to prepare a resolution for presentation at the next Council Meeting as follows: motion, second, "no objections? - so ordered!".

### **8.3 URGENCY RESOLUTIONS:**

In matters of urgency a resolution may be presented verbally in motion form together with instructions for written preparation for later execution. After the resolution has been verbally stated, the voting procedure for resolutions prepared in advance shall be followed. Urgency resolutions shall be avoided except when absolutely necessary; and shall be avoided entirely when resolutions are required



by law or in improvement acts, zoning matters and force account work on public projects.

## **9. ORDINANCES**

### **9.1 INTRODUCTION:**

Ordinances shall be introduced for first reading by motion, second, and majority vote. An ordinance which is on the agenda for introduction may be introduced by reading the title only, or, if the agenda and staff report accompanying the ordinance recommend introduction, it shall be sufficient for introduction if a motion and second to adopt or approve the "recommended action" is passed. If changes, except clerical corrections, are required after introduction, the ordinance shall be re-introduced.

### **9.2 ADOPTION:**

Second reading and adoption shall take place at least five days after the day of introduction (first reading)(Government Code Section 36934). Each ordinance presented for adoption, with the exception of urgency ordinances, shall be read in full or "by title only," as the case may be. After the second reading, a roll call vote shall be taken on the proposed ordinance. Three affirmative votes shall be required for adoption (Government Code Section 36936). Ordinances shall be adopted only at regular or adjourned meetings (Government Code Section 36934).

### **9.3 EFFECTIVE DATE:**

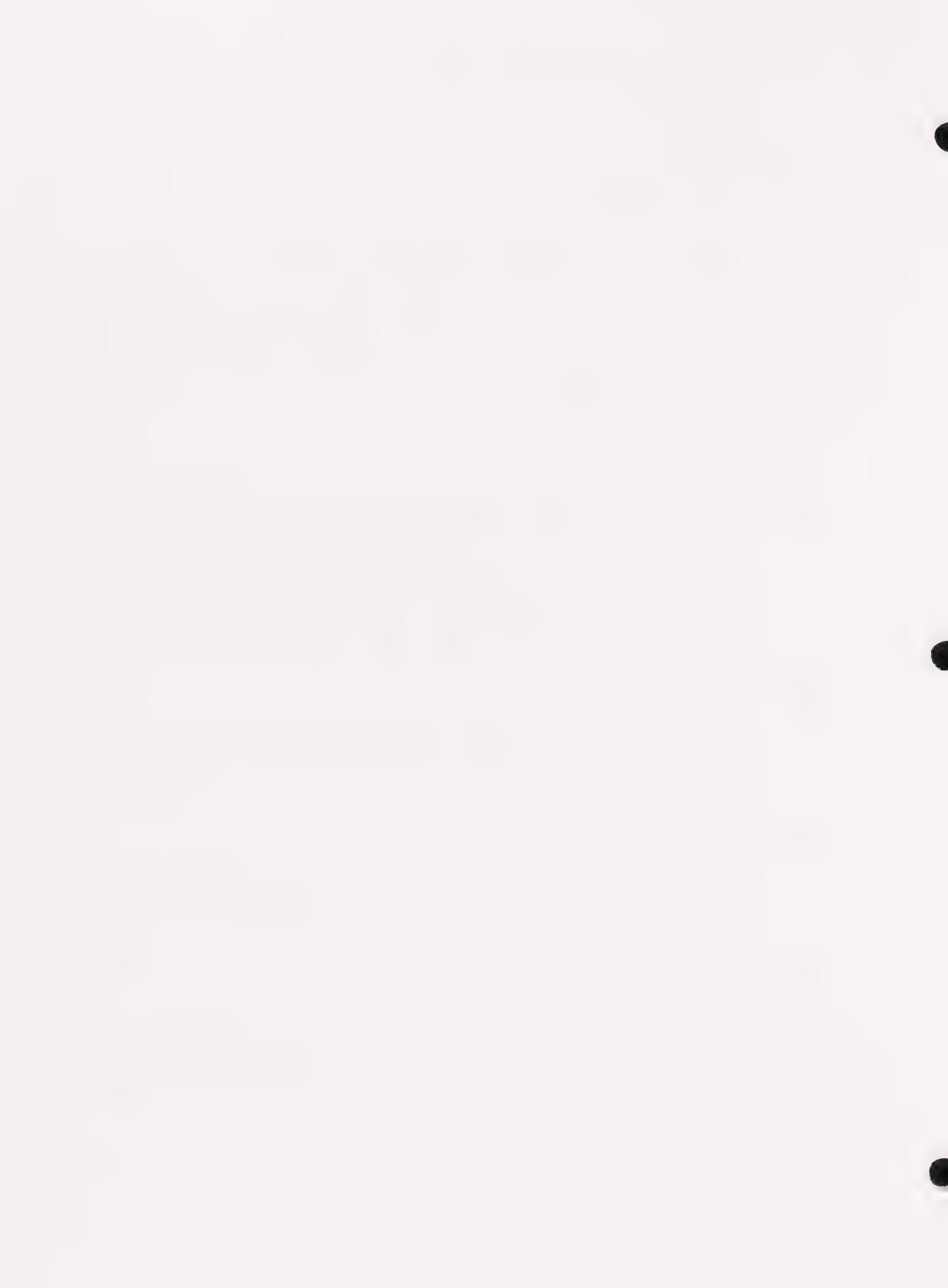
All ordinances, except as provided in Section 36937 of the Government Code, shall become effective 30 days after adoption or upon such later date as may be designated in the ordinance.

### **9.4 PUBLISHING:**

It shall be the duty of the City Clerk to publish or post the ordinance in accordance with Section 36933 of the Government Code within fifteen (15) days after adoption.

### **9.5 URGENCY ORDINANCES:**

All urgency ordinances shall receive a four- fifth (4/5) vote, be read in full, or "by title only," be published or posted in accordance with Section 36933 of the Government Code, and become effective immediately (Government Code Section 36934).



## **10. PROCESSING COUNCIL MAIL**

- 10.1** The City Clerk is authorized to receive and open all mail addressed to the City Council generally. All opened mail will be duplicated for each Councilmember. Mail addressed to an individual Councilmember shall be delivered unopened.
- 10.2** It shall be the responsibility of the Mayor to bring to the attention of the City Clerk those items of mail requiring action. Any communication requiring Council action will be placed on the next regular Agenda.

## **11. USE AND DISSEMINATION OF THE OFFICIAL CITY LOGO**

The City logo is the word "Stanton" in script with the City seal, adopted on April 28, 1987, placed in the "O".

### **11.1 OFFICIAL CITY BUSINESS:**

Neither the official City logo nor any reasonable facsimile thereof shall be used for any purpose whatsoever except in the communication of official City business.

"Official City business" is defined as correspondence emanating from the City staff, City Manager, City Clerk, City Attorney, or from a Mayor or Councilmember which is done pursuant to City Council or City Manager direction or which can be implied direction as a result of established practice and which responds to official requests from specific individuals or agencies or which seeks to inform or question them about official City business.

### **11.2 MISLEADING USE OF CITY LOGO:**

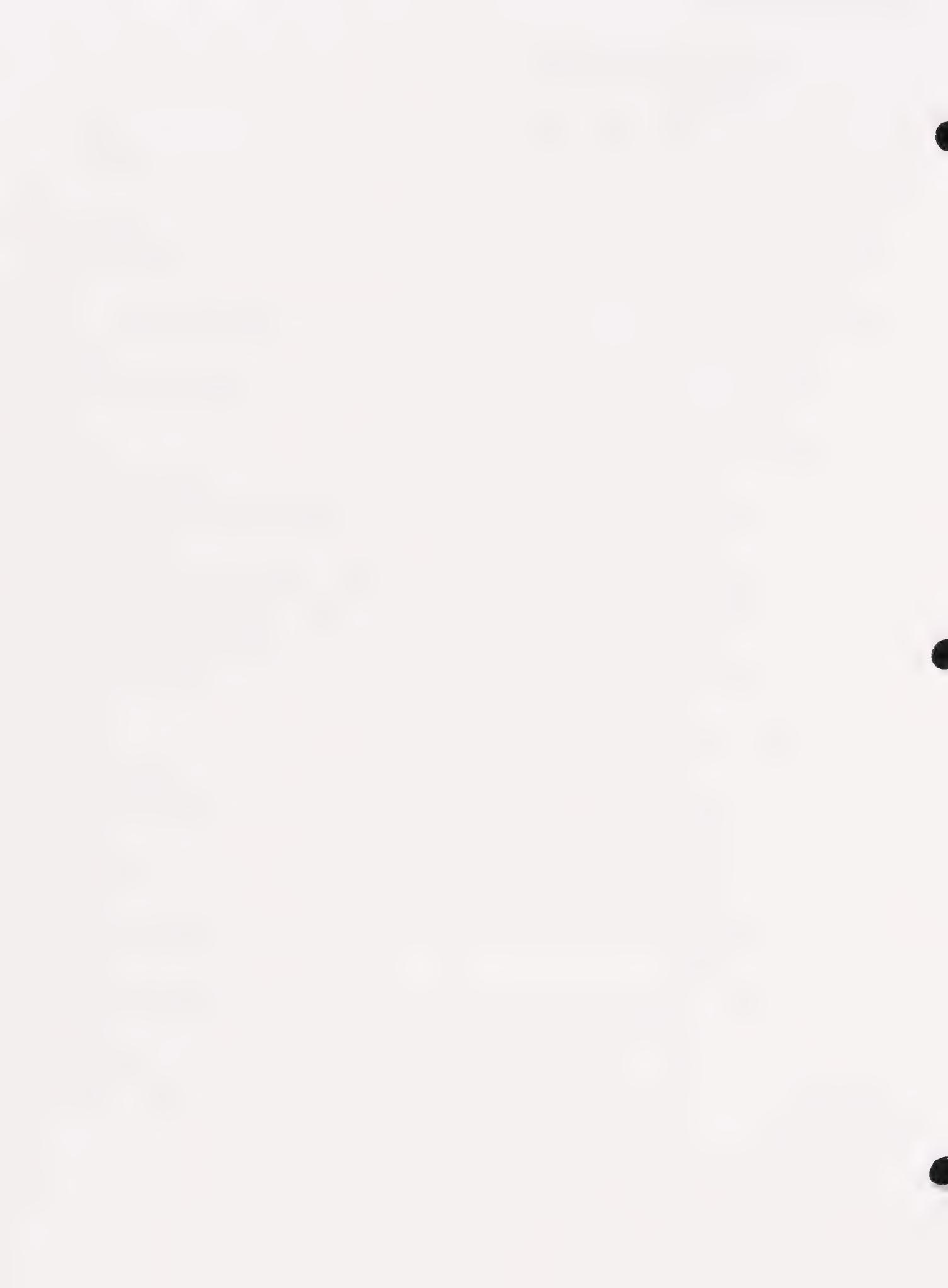
No person shall use the City logo in a fashion or manner that would tend to lead a recipient thereof to believe that a communication is official City policy or correspondence when it is not.

### **11.3 APPROVED CORRESPONDENCE:**

The following three categories of correspondence may be prepared on City letterhead:

- a. Personal letters of appreciation to, or requesting support of, local agencies.**

(i.e., Correspondence to the League of California Cities, requests for commemorative stamps or ride-a-longs, appointments to office)



**11.3 b. Personal letters responding to, or issuing, invitations.**

(i.e., Correspondence regarding invitations to symphonies, breakfasts, Sister City functions, civic group functions and student contests.)

**c. Personal letters to, or on behalf of, citizens, etc.**

(i.e., letters of condolence, get well wishes, congratulations on achievements, scouting ceremonies, anniversaries, anti-drugs, holiday decorations, civic club activities, recommendations, commendations.)

**11.4 PROHIBITED CORRESPONDENCE:**

**a. Personal Business or Political Campaign Use**

No person shall use the official stationery containing the City logo for any personal business or political campaign use.

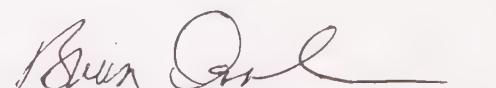
**b. Personal opinion letters to area legislators or newspapers**

No person shall use the official stationery containing the City logo for any personal opinion letters to area legislators or newspapers.

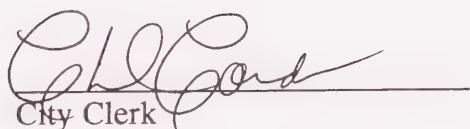
(i.e., Letters to the Editor; correspondence regarding proposed or pending legislation or political endorsements).

ADOPTED by the City Council of the City of Stanton on the 23rd day of September, 1997.

CITY OF STANTON

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk



## SAMPLE FORMS



"COMMUNITY PRIDE AND FORWARD VISION"

## REQUEST TO SPEAK

TO CITY COUNCIL/REDEVELOPMENT AGENCY

To address the City Council or the Redevelopment Agency, please complete this form and hand it to the City Clerk before your item comes up on the Agenda. When the Mayor/Chairman calls you to the microphone, please state your Name and Address, slowly and clearly, for the record. **You are limited to five (5) minutes for your presentation.**

*Please Print*

CITY COUNCIL

REDEVELOPMENT AGENCY

ORAL COMMUNICATION (Item Not on the Agenda)

OR

AGENDA ITEM NO. \_\_\_\_\_

SUBJECT: \_\_\_\_\_

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IN FAVOR

IN OPPOSITION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_



# REQUEST TO PLACE ITEM ON AGENDA

## MAYOR AND COUNCIL INITIATED BUSINESS

TO: City Clerk

FROM: \_\_\_\_\_

DATE OF MEETING: \_\_\_\_\_ COUNCIL \_\_\_\_\_ AGENCY \_\_\_\_\_

### TITLE/TOPIC:

### REPORT IN BRIEF:

### RECOMMENDED ACTION:

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_





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